

POSITION DESCRIPTION

WARWICK MEMORIAL UNITED METHODIST CHURCH Newport News, VA 23602

POSITION: Ministry Coordinator

SUPERVISED BY: SPRC

PRIMARY FUNCTIONS: to schedule, coordinate, and support ministries conducted in and through the church facilities

QUALIFICATIONS: **have** ability to: organize, pay attention to detail, train and work cooperatively with staff and volunteers within the community, delegate responsibility, Possess computer knowledge and skills.

DUTIES AND RESPONSIBILITIES:

1. Be the primary person responsible for approving and scheduling program and ministry activities for the entire church facilities in accordance with church policies and ministry goals.
2. Work with the church administrative assistant to ensure that the church calendar is appropriately coordinated.
3. Maintain calendar for usage of church facilities, including website. Post room assignments based on calendar requests. Assure that there are no schedule conflicts.
4. Schedule van use and confirm with requestors.
5. Schedule appropriate areas of the church facilities based on requested size and necessary equipment.
6. Create an environment that will attract individuals, groups, and organizations with whom WMUMC may team to provide ministries within our church facilities and/or within the community.
7. Attend staff and Church Leadership Team meetings.
8. Coordinate with the ministry teams involved with the usage of church facilities and equipment: e.g., take down and set up teams, audio-visual and lighting ministry team, computer team, kitchen coordinator and Cookie Walk and Bazaar team.

HOURS: This is a parttime position Time off and other absences will be coordinated with the assigned supervisor.

DATE OF LAST POSITION REVISION: August 2021

DATE OF LAST PERFORMANCE REVIEW WITH EMPLOYEE: